



# ARIZONA FIRE & MEDICAL AUTHORITY

## GOVERNING BOARD REGULAR MEETING

### MINUTES

Tuesday, December 15, 2020

### MINUTES

1. **CALL TO ORDER / ROLL CALL OF BOARD MEMBERS / AFFIRMATION OF QUORUM**

Board Chairman Wilson called the meeting to order on Tuesday, December 15, 2020, at 11:30 a.m. The meeting was held telephonically due to social distancing requirements relating to the COVID-19 pandemic.

Members Present: Board Chairman David Wilson, Board Clerk Dawn Miller, and Board Members Richard Bookie, John Crawford, and Karen Gueltzow

Members Absent: None

Staff Present: Fire Chief Rob Biscoe, Assistant Chief Mary Dalton, Assistant Chief Chris DeChant, Deputy Chief/Fire Marshal Eric Kriwer, Division Chief Kane Nixon, Division Chief Brad Puckett, Finance Manager Diane Goke, Human Resources Manager Shauna Fisher, Administrative Manager Deborah Musselman, and Authority Clerk Dusty Christopherson

Legal Counsel: Legal & Intergovernmental Affairs Director Lee Miller

Guests Present: North County Fire & Medical District Board Members Tony Sambol and James Young; South County Fire & Medical District Board Members Bill Becker and Diane Price

Media Present: None

2. **INTRODUCTION OF NEWLY APPOINTED BOARD MEMBERS**

The North County Fire & Medical District selected David Wilson and Dawn Miller to serve as representatives on the Arizona Fire & Medical Authority Governing Board.

The South County Fire & Medical District selected John Crawford and Karen Gueltzow to serve as representatives on the Arizona Fire & Medical Authority Governing Board.

**3. DISCUSSION AND POSSIBLE ACTION RELATING TO SELECTION OF A FIFTH BOARD MEMBER**

Governing Board By-Laws and Rules of Procedure state that the four individuals appointed as Authority Board Members shall by majority vote appoint a fifth individual to serve on the Authority Board.

**Board Member Miller nominated Richard Bookie to serve on the Arizona Fire & Medical Authority Governing Board. Board Member Crawford seconded the nomination.**

There were no further nominations.

Vote conducted. **MOTION CARRIED.**

AYES: Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None (1 vacancy)

**4. ELECTION OF GOVERNING BOARD OFFICERS**

**Board Member Miller nominated David Wilson to serve as Chairperson of the Arizona Fire & Medical Authority Governing Board.**

**Mr. Wilson accepted the nomination.**

Board Member Gueltzow nominated Richard Bookie to serve as Chairperson of the Arizona Fire & Medical Authority Governing Board.

Mr. Bookie declined the nomination.

There were no further nominations.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

**Board Member Wilson nominated John Crawford to serve as Clerk of the Arizona Fire & Medical Authority Governing Board.**

**Mr. Crawford accepted the nomination.**

Board Member Bookie stated that he felt it was very important to keep a balance on the AFMA Governing Board leadership between the two member districts.

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Wilson

NAYS: Miller, Gueltzow

ABSENT: None

**Board Member Gueltzow nominated Dawn Miller to serve as Clerk of the Arizona Fire & Medical Authority Governing Board.**

**Ms. Miller accepted the nomination.**

There were no further nominations.

No vote was conducted on this nomination.

**5. CALL TO THE PUBLIC**

There was no response to the Call to the Public.

**6. FINANCIAL SUMMARIES AND AUDIT REPORTS**

**A. Arizona Fire & Medical Authority Financial Reports for November 2020.**

Diane Goke, Finance Manager presented the Arizona Fire & Medical Authority Financial Reports for November 2020 and answered any questions from Board Members.

**7. CONSENT AGENDA**

**A. Approve Monthly Financial Reports for November 2020.**

**B. Approve Regular Board Meeting Minutes – November 17, 2020.**

**C. Accept the South County Fire & Medical District's property annexations approved at their Governing Board meeting on December 15, 2020.**

**Board Member Crawford moved that the Arizona Fire & Medical Authority Governing Board approve all items on the Consent agenda. Board Member Bookie seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson

NAYS: None

ABSENT: None

## **8. CURRENT EVENTS SUMMARIES AND REPORTS**

A. Operations Division (Including Operations/Deployment, Support Services, and Emergency Medical Services/Training) – Current Event Summary for November 2020

Chris DeChant, Assistant Chief – Operations Division presented the Operations Division Event Summary for November 2020 and answered any questions from Board Members.

In addition, Assistant Chief DeChant provided an update on the Banner COVID-19 Vaccination Assistance Update, interfacility transport statistics impacted by COVID-19, the ET3 Model with Medicare, and delivery of the new Type 1 Pumper Apparatus.

B. Community Risk Management Division – Current Event Summary for November 2020

Eric Kriwer, Division Chief/Fire Marshal – Community Risk Management Division presented the Community Risk Management Division Event Summary for November 2020 and answered any questions from Board Members.

C. Business Division (including Planning/Tech Services/Emergency Management, Financial Services, Administration, and Human Resources) – Current Event Summary for November 2020

Mary Dalton, Assistant Chief – Business Division presented the Business Services Division Event Summary for November 2020 and answered any questions from Board Members.

In addition, Division Chief Kane Nixon provided an update on COVID-19 statistics, fiscal implications, and related staffing. Division Chief Nixon also provided the Governing Board with an update on the Accreditation Peer Assessor Report, and gave a presentation on Fire Station 101.

D. Arizona Fire & Medical Authority Chapter of the United Firefighters Association – International Association of Firefighters Local 3573 Updates.

Due to a technical error, there was no report from Local 3573.

E. Correspondence Review – Correspondence received or sent by the Arizona Fire & Medical Authority which would be of interest to the Governing Board will be reviewed by the Board Clerk.

There was no correspondence to review for the month of November 2020.

## **9. REGULAR BUSINESS**

A. Discussion and Possible Action relating to adoption of Resolution No. AF20-1215-1 approving the submission of and declaring the support for the Maricopa County Community Development Block Grant for Stations 104 & 106 Back-up Generators.

**Board Member Miller moved that the Arizona Fire & Medical Authority Governing Board adopt Resolution No. AF20-1215-1, approving the submission of and declaring support for the Maricopa County Community Development Block Grant application. Board Clerk Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

**B. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – AssetWorks Cloud Hosting Software.**

**Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve the use of \$33,000 in Capital Improvement Funds for needed upgrades and purchase of the cloud hosting services of the AssetWorks software program. Board Member Miller seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

**C. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Ultra-Violet Scrubbers.**

**Board Member Miller moved that the Arizona Fire & Medical Authority Governing Board approve the use of \$40,000 in CARES Act funding deposited into the Capital Improvement Program Account for installation of UV scrubber technology in all AFMA owned facilities. Board Member Bookie seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

**D. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Administration Building Roof Repairs.**

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the use of \$29,400 in Capital Improvement Funds for needed roof repairs and swamp cooler replacements for the Administration Building. Board Clerk Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

E. Discussion and Possible Action relating to Capital Improvement Plan (CIP) Expenditure – Administration Building Bay.

Division Chief Puckett provided the Governing Board with a presentation stating that this project was completed as part of a grant award for all Authority Fire Stations, and with this request the Administration is requesting to extend this project to include the Administration Building as part of the Authority's Carcinogen Reduction Program.

**Board Member Bookie moved that the Arizona Fire & Medical Authority Governing Board approve the installation of the Direct Source Capture Exhaust Extraction System (SCES) at the Administration Facility and the funds necessary to modify the apparatus as needed to make universal connectivity at all Authority Facilities, in support of the Authority Cancer Prevention Program, for a total project cost not to exceed \$50,000 using funding from the Authority's Capital Improvement Account. Board Clerk Crawford seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

F. Discussion and Possible Action relating to Finance Director position.

Assistant Chief Dalton provided the Governing Board with a presentation relating to the request to use a recruitment firm for the Finance Director position noting that often the Authority seeks unique individuals who can perform at a high analyst level but also willing to help with the day to day needs of the Authority.

**Board Clerk Crawford moved that the Arizona Fire & Medical Authority Governing Board approve the Professional Services Agreement with Peckham & McKenney, Inc, for executive level recruitment efforts in an amount not to exceed \$25,000 and authorize the Fire Chief to execute the Agreement following final legal review; and further move that the creation of a Finance Director pay range be approved. Board Member Miller seconded the motion.**

Vote conducted. **MOTION CARRIED.**

AYES: Bookie, Crawford, Gueltzow, Miller, Wilson  
NAYS: None  
ABSENT: None

10. **SUGGESTED ITEMS FOR FUTURE BOARD MEETING AGENDAS**

There were no items requested.

11. **ADJOURNMENT**

The meeting adjourned at 1:19 p.m.

*John E Crawford*  
[John E Crawford \(Mar 2, 2021 17:28 MST\)](#)

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John Crawford, Board Clerk

Approved

# December 15 2020 Minutes

Final Audit Report

2021-03-03

Created:	2021-02-25
By:	Dusty Christopherson (dchristopherson@afma.az.gov)
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-  Document created by Dusty Christopherson (dchristopherson@afma.az.gov)  
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